



Volunteer Opportunities

in

MONTANA/DAKOTAS

Bureau of Land Management



A World of Difference

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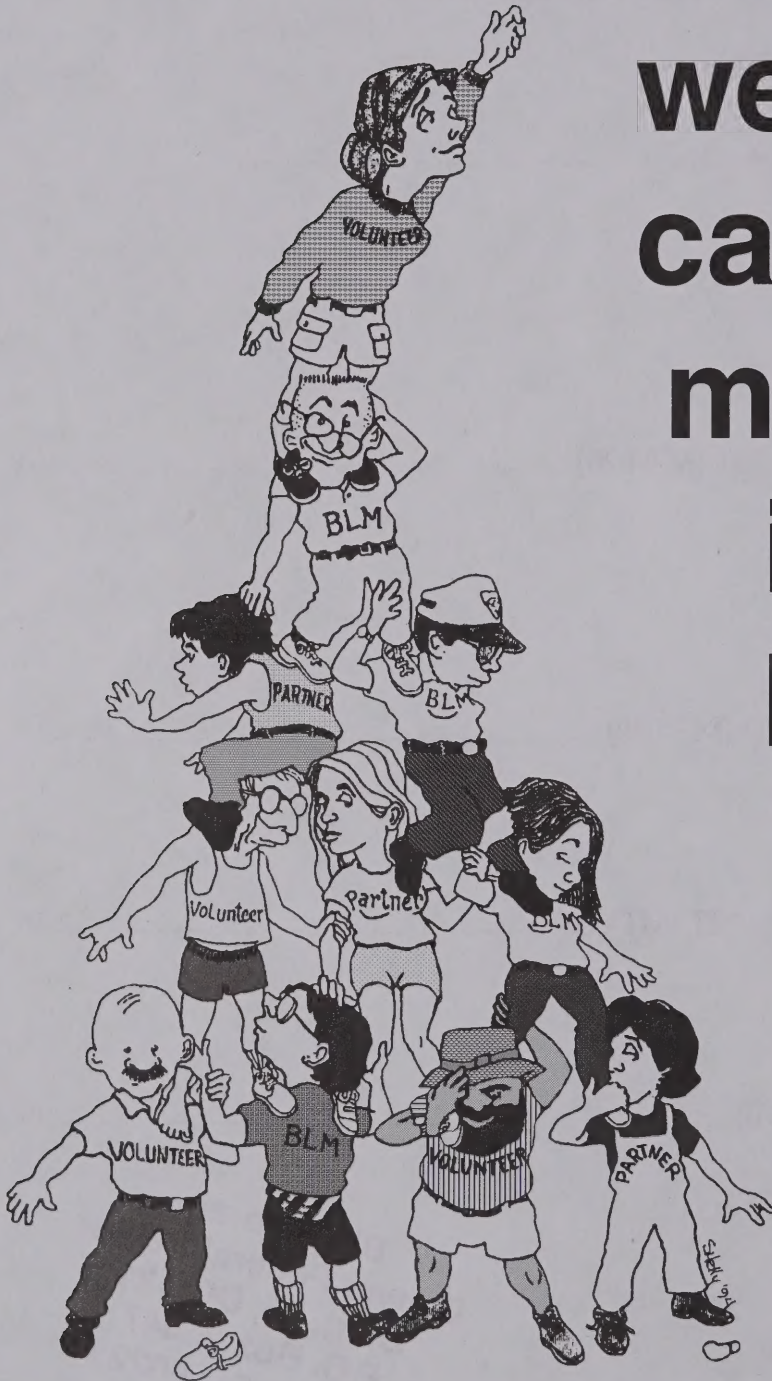
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BLM Library
Denver Federal Center
Bldg. 85, OC-521
P.O. Box 25047
Denver, CO 80225

 **TOGETHER**

**we
can
make
it
happen**





*** VOLUNTEERS - OUR GREATEST RESOURCE ***

Bureau of Land Management
Montana/Dakotas Public Lands
Volunteer Program

WELCOME

THANK YOU FOR YOUR INTEREST IN OUR VOLUNTEER PROGRAM. WE HOPE THAT YOU WILL HAVE AN ENJOYABLE EXPERIENCE WORKING WITH US ON ONE OF THE PROJECTS LISTED IN THIS CATALOG. WE NEED YOUR HELP TO MAINTAIN AND PRESERVE **YOUR** PUBLIC LANDS WITHIN MONTANA, NORTH AND SOUTH DAKOTA.

Why Volunteer?

The BLM Volunteer Program offers opportunities to become involved, along with our professional staff, in a commitment to the wise management of our Nation's Public Lands. You can contribute a wealth of knowledge, experience, and a strong spirit of commitment toward Keeping America Beautiful!

Volunteer's Benefits:

BLM volunteers contribute their services without pay. Interested persons can find opportunities for personally satisfying public service work as a volunteer for the BLM. Benefits you might experience as a volunteer could include:

- An increased awareness and understanding of professional management of land and resources and the beauty of natural environments;
- Obtaining career-related work experience and developing skills;
- Gaining personal satisfaction in accomplishing useful tasks in cooperation with others;
- An increased appreciation of the history of the Western United States

Although Volunteers receive no salary from BLM for their services, some necessary expenses can be reimbursed on a case-by-case basis. In addition, although Volunteers are not federal employees, they are treated as such under two conditions: (1) If injured while performing volunteer duties, volunteer is eligible for compensation for work injuries, and (2) If volunteer should be sued for damage to property or for personal injury in relation to duties within the scope of the Volunteer Agreement, the federal government will defend the volunteer under the Federal Tort Claims Act.

The Montana/Dakotas Volunteer Program strives to match skills and interests of the volunteer with our project needs. A Volunteer Services Agreement which spells out the duties and responsibilities is signed concurring the mutual understanding of the position before services begin. It is designed to fit work projects and the Volunteer's preference, skills, and available time.

How to Apply:

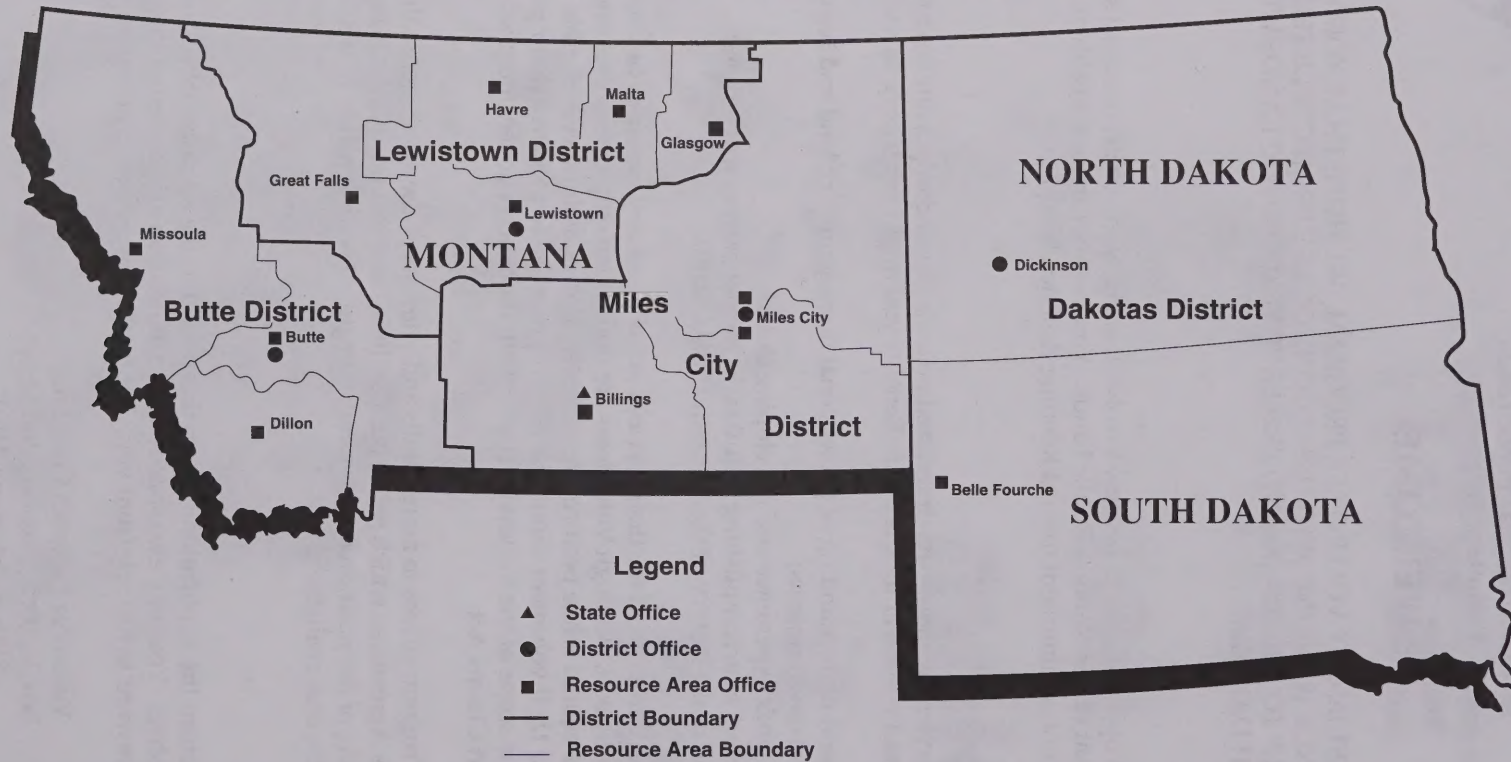
If interested, please complete and return the application form in this packet to the appropriate address shown on the opportunity announcement sheet. You may also specify the positions you are interested in. We appreciate your interest, and look forward to hearing from you. For further information, please contact us.

Volunteer Program Coordinator
Box 36800, 222 North 32nd Street
Billings, Montana 59107
(406)255-2827

—or—

one of the District Offices listed on the location map in this packet.

OFFICE LOCATIONS AND BOUNDARIES MONTANA / DAKOTAS BLM



BLM OFFICES

Montana/Dakotas State Office	222 North 32nd Street, Billings, MT	(406) 255-2827
Miles City District Office	Box 940, West of Miles City, Miles City, MT	(406) 232-4331
Lewistown District Office	Box 1160, 80 Airport Road, Lewistown, MT	(406) 538-7461
Butte District Office	Box 2288, 106 N. Parkmont, Butte, MT	(406) 494-5059
Dakotas District Office	2933 3rd Avenue West, Dickinson, ND	(701) 255-9418

Volunteer Application for Natural Resources Agencies		Instructions: Mark "x" in appropriate boxes. For other items, either print or type responses. If extra space is needed, use item 17.	
1. Name (Last, First, Middle)	2. Age	3. Telephone <small>Area Code</small>	<small>Number</small>
4. Street Address (include apartment no., if any)	5. City, State, and Zip Code		
6. Which general volunteer work categories are you most interested in?			
<input type="checkbox"/> Archeology <input type="checkbox"/> Botany <input type="checkbox"/> Campground Host <input type="checkbox"/> Construction/Maintenance <input type="checkbox"/> Computers <input type="checkbox"/> Conservation Education <input type="checkbox"/> Fish/Wildlife	<input type="checkbox"/> Historical/Preservation <input type="checkbox"/> Pest/Disease Control <input type="checkbox"/> Minerals/Geology <input type="checkbox"/> Natural Resources Planning <input type="checkbox"/> Office/Clerical <input type="checkbox"/> Range/Livestock <input type="checkbox"/> Research/Library	<input type="checkbox"/> Soil/Watershed <input type="checkbox"/> Timber/Fire Prevention <input type="checkbox"/> Trail/Campground Maintenance <input type="checkbox"/> Tour Guide/Interpretation <input type="checkbox"/> Visitor Information <input type="checkbox"/> Other (Please specify) _____	
7. What qualifications/skills/experience/education do you have that you would like to use in your volunteer work?			
<input type="checkbox"/> Backpacking/Camping <input type="checkbox"/> Biology <input type="checkbox"/> Boat Operation <input type="checkbox"/> Carpentry <input type="checkbox"/> Clerical/Office Machines <input type="checkbox"/> Computer Programming <input type="checkbox"/> Drafting/Graphics <input type="checkbox"/> Driver's License <input type="checkbox"/> First Aid Certificate <input type="checkbox"/> Hand/Power Tools	<input type="checkbox"/> Heavy Equipment Operation <input type="checkbox"/> Horses—Care/Riding <input type="checkbox"/> Landscaping/Reforestation <input type="checkbox"/> Land Surveying <input type="checkbox"/> Livestock/Ranching <input type="checkbox"/> Map Reading <input type="checkbox"/> Mountaineering <input type="checkbox"/> Photography <input type="checkbox"/> Public Speaking <input type="checkbox"/> Research/Librarian	<input type="checkbox"/> Sign Language <input type="checkbox"/> Supervision <input type="checkbox"/> Other Trade Skills (Please specify) _____ <input type="checkbox"/> Teaching <input type="checkbox"/> Working With People <input type="checkbox"/> Writing/Editing <input type="checkbox"/> Other (Please specify) _____	
8. Based on boxes checked in items 6 and 7, what particular type of volunteer work would you like to do? (Please describe any specific qualifications, skills, experience, or education that apply.) _____ _____ _____ _____ _____ _____			
9a. Have you volunteered before? <input type="checkbox"/> Yes <input type="checkbox"/> No b. If Yes, please briefly describe your volunteer experience. _____ _____ _____ _____ _____ _____			
10. Would you like to supervise other volunteers? <input type="checkbox"/> Yes <input type="checkbox"/> No			
11. What are some of your objectives for working as a volunteer? (Optional) _____ _____ _____ _____			
12. Please specify any physical limitations that may influence your volunteer work activities: _____ _____ _____			

13a. Which months would you be available for volunteer work? <input type="checkbox"/> January <input type="checkbox"/> February <input type="checkbox"/> March <input type="checkbox"/> April <input type="checkbox"/> May <input type="checkbox"/> June <input type="checkbox"/> July <input type="checkbox"/> August <input type="checkbox"/> September <input type="checkbox"/> October <input type="checkbox"/> November <input type="checkbox"/> December		
13b. How many hours per week would you be available for volunteer work? Hours _____		
13c. Which days per week would you be available for volunteer work? <input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input type="checkbox"/> Saturday <input type="checkbox"/> Sunday		
14. Specify at least three states or specific locations within a state where you would like to do volunteer work: _____ _____ _____		
15. Specify your lodging requirements: <input type="checkbox"/> I will furnish my own lodging (such as tent; camper; trailer; own, relative's, or friend's place). <input type="checkbox"/> I will require assistance in finding lodging.		
16. If a volunteer assignment is not available at the locations specified in item 14, do you want your application forwarded to another location or Federal agency seeking volunteers with your background/interest? <input type="checkbox"/> Yes <input type="checkbox"/> No (Please specify) _____		
17. This space is provided for more detailed responses. Please indicate the item numbers to which these responses apply:		
Public Burden Statement		
Public reporting burden for this collection of information is estimated to average 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Department of Agriculture, Clearance Officer, OIRM, Room 404-W, Washington, DC 20250; and to the Office of Management and Budget, Paperwork Reduction Project (OMB# 0596-0080), Washington, DC 20503.		
Notice to Volunteer		
Volunteers are not considered to be Federal employees for any purposes other than tort claims and injury compensation. Volunteer service is not creditable for leave accrual or any other benefit. However, volunteer service is creditable work experience.		
Privacy Act Statement		
Following information is provided to comply with the Privacy Act (PL 93-579). 5 U.S.C. 301 and 7 CFR 260 authorize acceptance of the information requested on this form. The data will be used to contact applicants and to interview, screen, and select them for volunteer assignments. Furnishing this data is voluntary.		
18. Signature (Sign in ink)		19. Date

UNITED STATES
DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT
INDIVIDUAL VOLUNTEER SERVICES AGREEMENT

1. Agreement Number

2a. Name of Volunteer (<i>print or type</i>)	2b. Social Security Number	2c. Telephone (<i>include area code</i>)
2d. Address (<i>include zip code</i>)		2e. Date of Birth
3a. Person to Notify in an Emergency		3b. Relationship to Volunteer
3c. Address (<i>include zip code</i>)		3d. Telephone (<i>include area code</i>) Home - Work -

4. *Project or Job Description (Brief summary of work to be accomplished. If need be, use item 7 on reverse side or attachment to more fully describe the work and Volunteer's duties):*

BLM Project Supervisor _____ Title Position _____ Phone _____

5. **Agreement by Volunteer:** I offer and agree to volunteer my services without compensation in wages to accomplish the work described above to assist the Bureau of Land Management (BLM), in accord with the following understandings.
- a. I will contribute my services from _____ (date) to _____ (date), and intend to contribute _____ hours per _____ (time period).
 - b. Although this volunteer service will not confer on me the status of a Federal employee, while acting within the scope of this Agreement I will be deemed to be as if I were a Federal employee for the purposes of the:
 - (1) Federal Tort Claims Act, which protects a Federal employee from liability for injury or damage to others while the employee is acting within the scope of his or her duties, and
 - (2) Federal Employees Compensation Act, which authorizes compensation for work-related injury.
 - (3) Claims relating to damage to, or loss of, personal property incident to volunteer service in which case the provisions of 31 U.S.C. 3721 shall apply.
 - c. I am at least 18 years old (*or if I am less than 18, my parent or guardian consents to this Agreement by signature below*).
 - d. I understand the health and physical-condition requirements for doing the work described in item 4 above, and the project location including altitude, and certify that the statement I have checked below is true:
 - ☐ I know of no medical condition or physical limitation that may adversely affect my ability to do this work.
 - ☐ I do know of a medical condition or physical limitation that may adversely affect my ability to do this work, and I have explained this to _____ (name of BLM official).
 - e. It is understood that all publications, films, slides, videos, artistic or similar endeavors, resulting from my volunteer services, as specifically contracted for and attached as an addendum hereto, will become the property of the United States, and as such, will be in the public domain and not subject to copyright laws.

(Continued on reverse)

- f. This volunteer is authorized to wear the BLM uniform while performing official BLM volunteer services. The uniform shall be worn in accordance with Manual Section 1103 available from the local BLM Volunteer Coordinator.
- g. Either I or BLM may terminate this Agreement at any time by notifying the other party in writing.

Signature of Volunteer _____ Date _____

Signature of parent or guardian (if Volunteer is under 18) _____ Date _____

Name (print or type) _____ Relationship to Volunteer _____

6. **Agreement by BLM:** The BLM accepts this offer and agrees, while this Agreement is in effect, to:
- Deem this Volunteer to be as a Federal employee for purposes of tort-claims protection and compensation for work-related injury.
 - Provide or provide for such materials and supplies, equipment, support services, facilities and supervision as are needed to accomplish this project, except as specified in an attachment, marked _____. Any special provisions, such as concerning expenses, are set forth in an attachment, marked _____.

Signature of BLM Official _____ Name (print or type) _____

Title/Position _____ Office Location _____ Date _____

7. Elaboration of Volunteer's duties or modifications or amendments to this agreement.

8. **Completion or Termination:** This agreement was completed/terminated (cross out one) on _____ (date).

Remarks:

Signature of BLM Official _____ Signature of Volunteer _____

Authority: Section 307, Federal Land Policy and Management Act of 1976 (43 U.S.C. 1737), as amended by P.L. 98-540 of 1984 (98 Stat. 2718).

VOLUNTEER OPPORTUNITIES ANNOUNCEMENT

STATE OFFICE

TO APPLY for the following volunteer opportunities, submit a completed volunteer application form to:

Volunteer Coordinator
BLM State Office (MT-912)
Box 36800
Billings, Montana 59107
Telephone (406)255-2827



1. **Title:** *CLERICAL ASSISTANT* Tracking No. MT950-01
Project Description & Assistance Needed:
Assist in answering telephone and receptionist duties. Typing and basic clerical assistance.
Location: State Office, 222 No. 32nd Street, Billings.
Skills Needed: Good telephone techniques and basic computer keyboarding skills with knowledge of WordPerfect. Personable.
Work Schedule: 2-hour blocks of time during flexible work week.
Contact Person/Division: Lorrene Schardt, MT-910.
2. **Title:** *ADMINISTRATIVE CLERK* Tracking No. MT951-02
Project Description & Assistance Needed:
Assisting with contracting procedures, mailings, filing, contract assembly, typing labels, etc.
Location: State Office, 222 No. 32nd Street, Billings.
Skills Needed: Typing skills and copy machine operation.
Work Schedule: 8:00-4:30 flexible hours during variable work week.
Contact Person/Division: Mary Clark, MT-951.
3. **Title:** *PERSONNEL CLERK* Tracking No. MT953-03
Project Description & Assistance Needed:
Processing personnel documents (typing/filing), computer data input, and telephone/receptionist duties.
Location: State Office, 222 No. 32nd Street Billings.
Skills Needed: Keyboarding and basic clerical skills.
Work Schedule: 15 hours/week (flexible hours/days) between 8:00-4:30.
Contact Person/Division: Diane Friez, MT-953.

4. **Title:** *CARTOGRAPHIC TECHNICIAN* **Tracking No.** MT952-04
Project Description & Assistance Needed:
Assistance needed in GIS digitizing effort. Computer input.
Location: State Office, 222 No. 32nd Street, Billings.
Skills Needed: Cartographic skills, computer keyboarding skill helpful.
Work Schedule: Daily in 4-hour time blocks (clock time can vary). Volunteer contribution must be long enough to offset necessary training time and have productive results.
Contact Person/Division: Kathie Jewell, MT-952.
5. **Title:** *MAPPING ASSISTANT* **Tracking No.** MT940-05
Project Description & Assistance Needed:
Maintain the check in/out system of maps, organize map storage. Fill map orders and general maintenance of map inventory.
Location: State Office, 222 No. 32nd Street, Billings.
Skills Needed: Basic skills in computer keyboarding.
Work Schedule: 4 hours a week on a flexible schedule.
Contact Person/Division: Greg Bergum, MT-940.
6. **Title:** *DATA ENTRY CLERK* **Tracking No.** MT952-06
Project Description & Assistance Needed:
Assistance needed for data entry of all GIS tracking including spreadsheets and data bases.
Location: State Office, 222 No. 32nd Street, Billings.
Skills Needed: Specific qualifications not required, although basic computer/ keyboarding skills would be helpful.
Work Schedule: Flexible.
Contact Person/Division: Kathie Jewell, MT-952.
7. **Title:** *CONTACT REPRESENTATIVE* **Tracking No.** MT950-07
Project Description & Assistance Needed:
Process map orders and fill public requests. File/inventory land & mineral status records. Input historical land entry data into automated computer database.
Location: State Office 222 No. 32nd Street, Billings.
Skills Needed: Ability to learn various filing methods. Basic computer skills helpful. Ability to work with the public in friendly, courteous manner.
Work Schedule: Flexible - between hours of 8:00-4:30, Monday-Friday.
Contact Person/Division: Teri Bakken, MT-950.

8. **Title:** *FIRE PREVENTION PROGRAM ASSISTANT* Tracking No. MT943-08
Project Description & Assistance Needed:
Assists State Office Fire Suppression Specialist with coordination of fire prevention and Smokey Bear sports program activities.
Location: State Office, 222 No. 32nd Street, Billings.
Skills Needed: Good communication skills - ability to speak to groups.
Work Schedule: 2-3 hour time block on variable work week.
Contact Person/Division: Pat Mullaney, MT-940.
9. **Title:** *RECREATION AID* Tracking No. MT930-09
Project Description & Assistance Needed:
Assistance needed various areas relating to recreation initiatives
Location: State Office, 222 No. 32nd Street, Billings.
Skills Needed: Background and interest in recreation.
Work Schedule: Variable.
Contact Person/Division: George Peternel, MT-930.
10. **Title:** *CURATOR ASSISTANT* Tracking No. MT930-10
Project Description & Assistance Needed:
Assist at the Billings Curation Facility with data entry, artifact preparation/cataloging, and maintenance of the facility.
Location: Billings Resource Area, 810 East Main Street, Billings.
Skills Needed: Background in archaeology (no degree necessary) and/or strong interest in archaeology.
Work Schedule: 4 hours/day on a flexible work week schedule.
Contact Person/Division: Gary Smith, MT-930.
11. **Title:** *VOLUNTEER PROGRAM ASSISTANT* Tracking No. MT912-11
Project Description & Assistance Needed:
Assist in program coordination with field offices. Serve as liaison with community groups, etc. Assist with reports and other activities.
Location: State Office, 222 No. 32nd Street, Billings.
Skills Needed: Good communication skills with a dedication to volunteerism.
Keyboard skills helpful.
Work Schedule: 5 hours/week (flexible schedule).
Contact Person/Division: Lorrene Schardt, MT-912.

VOLUNTEER OPPORTUNITIES ANNOUNCEMENT

MILES CITY DISTRICT

TO APPLY for the following volunteer opportunities, submit a completed volunteer application form to:

Volunteer Coordinator
BLM Miles City District Office
P. O. Box 940
Miles City, Montana 59301
Telephone (406)232-4331



1. **Title:** *DISTRICT VOLUNTEER COORDINATOR*

Tracking No. MT020-01

Project Description & Assistance Needed:

The primary duties are to coordinate the use of volunteers within the Miles City District. This involves recruiting volunteers and ongoing program monitoring. Other duties could include long range planning, conducting new volunteer orientation, completing end-of-year statistical reports, tracking volunteer accomplishments, and preparing news releases. Some out-of-town travel may be required. Travel costs would be reimbursed.

Location: Miles City District Office

Skills Needed: Ability and desire to work with people, ability to establish and maintain working relationships with volunteers, volunteer organizations, and BLM employees.

Work Schedule: Minimum commitment is 3-4 days per month during the term of the position. Daily/weekly hours can be tailored to fit personal schedule.

Benefits: Opportunity to attend a variety of training courses including Superhost, first aid, CPR, defensive driving.

Contact Person/Division: David Squires, Miles City District Office.

2. **Title:** *HERBARIUM DESIGNER* **Tracking No.** MT020-02
Project Description & Assistance Needed:
Duties would include collecting, identifying and mounting three complete collections of all noxious weeds currently listed by the State of Montana. May require occasional overnight travel. Expenses reimbursed.
Location: Miles City and Billings, MT.
Skills Needed: Ability to identify plants using various plant keys and identification manuals.
Work Schedule: Flexible and tailored to fit the needs of the volunteer.
Benefits: Volunteer would have the opportunity to attend a variety of training courses. All necessary equipment would be provided by BLM.
Contact Person/Division: David Squires, Miles City District Office.
3. **Title:** *ARCHAEOLOGY GIS OVERLAY ASSISTANT* **Tracking No.** MT020-03
Project Description & Assistance Needed:
Volunteer would transfer archaeological resource data onto clear mylar overlays.
Location: Miles City (District Office and Resource Area Offices)
Skills Needed: Ability to perform neat, accurate and tedious tasks.
Work Schedule: 8 hr/day, 5 days/week (flexible)
Benefits: Volunteer would receive technical training in GIS overlay preparation. Opportunity to attend a variety of training courses including first aid, CPR, and defensive driving.
Contact Person/Division: David Squires, Miles City District Office.
4. **Title:** *HANDYPERSON* **Tracking No.** MT020-04
Project Description & Assistance Needed:
Repairs equipment and fabricates items (as requested by BLM personnel for various projects), performs vehicle maintenance, recreation site maintenance, constructs and repairs range projects, maintains inventory of warehouse stores and equipment items, and does general warehouse/ware yard maintenance.
Project Location: Miles City and Billings, MT.
Skills Needed: General mechanical aptitude.
Work Schedule: Flexible with a maximum of 8 hr/day, 5 days/week
Benefits: Opportunity to attend a variety of training courses.
Contact Person/Division: David Squires, Miles City District Office.

5. **Title:** *ARCHAEOLOGICAL ASSISTANT* **Tracking No.** MT020-05
Project Description & Assistance Needed:
Assistance needed in field inventory of BLM projects under the supervision of one or more District archaeologists, assist in site testing, recording and reporting findings. May also assist in analysis and report preparation or publication of old inventory data or prepare maps of site locations/projects to add to the archaeological data files.
Location: Miles City (District Office and Resource Areas).
Skills Needed: Accuracy, neatness, ability to follow verbal and written directions; able to do light physical work.
Work Schedule: Variable, with arrangements made through supervisor.
Benefits: Opportunity to attend a variety of training courses, and to learn about Eastern Montana's cultural resources.
Contact Person/Division: David Squires, Miles City District Office.
6. **Title:** *CARTOGRAPHER ASSISTANT - Digitizing (R A)* **Tracking No.** MT020-06
Project Description & Assistance Needed:
Assistance needed in digitizing resource data from overlays to the GIS data base.
Location: Miles City District Office
Skills Needed: Ability to perform tedious, detail tasks accurately and neatly.
Work Schedule: Hours as available and agreed upon (8 hr/day).
Benefits: Opportunity to receive training in using GIS equipment and various other training.
Contact Person/Division: David Squires, Miles City District Office.
7. **Title:** *CARPENTER* **Tracking No.** MT020-07
Project Description & Assistance Needed:
Volunteer builds bird nesting boxes (cut out and assembly).
Location: Miles City District Office.
Skills Needed: Experience with radial and table saws, and other carpentry tools.
Work Schedule: Flexible - approx. 2-3 days/week.
Benefits: Opportunity to attend variety of safety training, first aid, CPR.
Contact Person/Division: David Squires, Miles City District Office.

8. **Title:** *ARCHAEOLOGICAL ASSISTANT - DATA* **Tracking No.** MT020-08
Project Description & Assistance Needed:
Assist in filling out archaeological records, site forms - make copies of records and file in proper storage; tabulate records and assign record numbers.
Location: Miles City (District Office and Resource Areas).
Skills Needed: Accuracy and neatness, ability to follow verbal and written directions, ability to organize and file information.
Benefits: Opportunity to attend a variety of training.
Work Schedule: Flexible, 1-5 days/week.
Contact Person/Division: David Squires, Miles City District Office.
9. **Title:** *CLERICAL ASSISTANT* **Tracking No.** MT020-09
Project Description & Assistance Needed:
Assistance needed in the Division of Administration. Duties include routine office assignments involving typing, copying, filing, and telephone receptionist.
Location: Miles City District Office.
Skills Needed: Typing skills.
Benefits: On-the-job training.
Work Schedule: Negotiable during normal office hours 7:45-4:30, M-F.
Contact Person/Division: David Squires, Miles City District Office.

VOLUNTEER OPPORTUNITIES ANNOUNCEMENT

DAKOTAS DISTRICT OFFICE

TO APPLY for the following volunteer opportunities, submit a completed volunteer application form to:

Volunteer Coordinator
BLM Dakotas District Office
2933 Third Avenue West
Dickinson, North Dakota 58601-2619
Telephone (701)255-9148



1. **Title:** *MAP INVENTORY* Tracking No. MT030-01
Project Description & Assistance Needed:
Volunteer assistance needed to inventory, order and automate 7.5 minute topographic quads.
Location: Dakotas District Office, Dickinson, ND
Skills Needed: Keyboarding skills. Ability to organize and do inventory.
Work Schedule: Flexible during office hours of 7:45-4:30, M-F.
Contact Person/Division: Connie Kolling, Dakotas District Office.
2. **Title:** *MAINTENANCE WORKER* Tracking No. MT030-02
Project Description & Assistance Needed:
Volunteer would assist Natural Resource Specialist in operating lawn mower, weed-eater, for grounds maintenance. Duties would also include painting, corral repair, cleanup, and general maintenance.
Location: Schnell Ranch, Richardton, ND.
Skills Needed: Ability to perform light to moderate labor.
Work Schedule: Flexible.
Contact Person/Division: Connie Kolling, District Office.
3. **Title:** *LANDSCAPE PLANTER* Tracking No. MT030-03
Project Description & Assistance Needed:
Volunteer responsibilities would include digging, planting and caring for trees and/or shrubs on BLM sites.
Location: Schnell Ranch, Richardton, ND; Big Gumbo, Bowman, ND.
Skills Needed: Ability to perform light to moderate labor and a desire to make things grow.
Work Schedule: Negotiable, as needed.
Contact Person/Division: Connie Kolling, Dakotas District Office.

4. **Title:** NATURE TRAIL WORKER **Tracking No.** MT030-04
Project Description & Assistance Needed:
At a primitive trail site, volunteer would operate a mower and/or weed-eater to clear grass from trail.
Location: Schnell Ranch, Richardton, ND.
Skills Needed: Ability to operate lawn mower or weed-eater.
Work Schedule: Flexible.
Contact Person/Division: Connie Kolling, Dakotas District Office.



VOLUNTEER OPPORTUNITIES ANNOUNCEMENT

LEWISTOWN DISTRICT OFFICE

TO APPLY for the following volunteer opportunities, submit a completed volunteer application form to:

Volunteer Coordinator
BLM Lewistown District Office
Airport Road
Lewistown, Montana 59457
Telephone (406)538-7461



1. **Title:** *WILDERNESS AIDE*

Tracking No. MT060-01

Project Description & Assistance Needed:

Re-inventory 11 wilderness study areas (WSA) for comparative analysis, purposes with 1978 field data. Includes documentation of original photo points as well as verification of roads, trails, and vehicle ways. Work will require 100% surveillance of each WSA as required under wilderness IMP guidelines.

Location: Remote isolated locations throughout the district — Valley RA, Glasgow (1), Phillips RA, Malta (3), Havre RA, Havre (2), Great Falls RA, Great Falls (2), Judith RA, Lewistown (3)

Skills needed: Operation of 4x4 vehicle and small water craft (canoe or motorized john boat). Valid state driver's license. Familiarity of photographic equipment and ability to read topographic maps. No-trace camping techniques would be desirable.

Special considerations: Buddy system (a minimum of two people per site) for safety reasons. Be prepared to live/camp in very isolated areas with only river or unimproved road access available. BLM camping equipment is limited so some personal gear may be necessary. No funds available for reimbursement.

Work Schedule: 10 hr/day - 4 days/week. Starting in June.

Contact Person/Division: Clark Whitehead, Lewistown District Office

2. **Title:** *RECREATION AIDE* Tracking No. MT060-02
Project Description & Assistance Needed:
Collect recreation use fees at two BLM sites (Camp Creek Campground in the Little Rockies near Zortman) (James Kipp Recreation Area on the Upper Missouri National Wild & Scenic River near Robinson Bridge on US Highway 191). Light maintenance work on facilities, provide some visitor information services, complete the visitor use data report, and compile weekly fee reports for the District Office. Trailer parking space in camp provided. No funds available for reimbursement.
Location: Zortman and Mobridge, MT
Skills Needed: Valid state driver's license. Volunteer will be bonded (through BLM) for fee collection purposes.
Work Schedule: 10 hr/day - 2-3 days/week. May - October.
Contact Person/Division: Clark Whitehead, Lewistown District Office
3. **Title:** *VISITOR CENTER HOST* Tracking No. MT068-03
Project Description & Assistance Needed:
Greet visitors and provide information regarding the Upper Missouri National Wild and Scenic River. Assist with upkeep and maintenance of the visitor center. A BLM camp trailer available for housing and mobile home court sites provided. No funds available for reimbursement.
Location: Fort Benton, MT
Skills Needed: Ability to effectively deal with the public in a friendly and hospitable manner. Required to stay on-site and be available to the public. Valid state driver's license necessary.
Work Schedule: 10 hr/day - 4 days/week (14-week commitment desired). May be required to work weekends and holidays. May - September.
Contact Person/Division: Judith Area Manager, Lewistown District Office

4. **Title:** *RIVER ASSISTANT* Tracking No. MT068-04

Project Description & Assistance Needed:

Assist in gathering, recording, and compiling statistical data and information for the Upper Missouri National Wild & Scenic River, and the Lewis and Clark National Historic Trail. Will spend time on the river, providing information to visitors, maintaining primitive campsites, and identifying and removing safety hazards. Training includes an orientation float trip down the river. BLM trailer provided for housing. No funds available for reimbursement.

Location: Remote isolated locations along the river.

Skills Needed: Capable swimmer and must be familiar with the use of small water craft such as canoes. Ability to do light maintenance tasks. Valid state driver's license.

Work Schedule: 10 hr/day - 4 days/week (14-week commitment desired). May be required to work weekends and holidays. May-September.

Contact Person/Division: Judith Resource Area Manager, Lewistown District Office.

5. **Title:** *CAMPGROUND HOST* Tracking No. MT068-05

Project Description & Assistance Needed:

Greet visitors/campers and provide necessary information. Assist with campground maintenance and upkeep at developed sites along the Upper Missouri National Wild and Scenic River and the Lewis and Clark National Historic Trail. Training includes orientation float trip down the river. BLM trailer may be available for housing at Coal Banks Landing or Judith Landing. Full RV hook-up facilities available at James Kipp site. No funds available for reimbursement.

Location: Coal Banks Landing, Judith Landing, and James Kipp Recreation Areas

Skills Needed: Ability to deal with the public in a friendly and courteous manner. Familiarity with proper campground ethics and practicing such. Valid state driver's license.

Work Schedule: 10 hr/day - 4 days/week. (14-week commitment desired). May be required to work weekends and holidays. May - September.

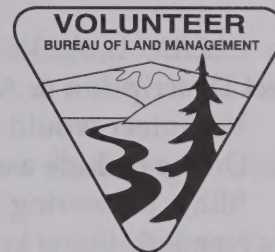
Contact Person/Division: Judith Resource Area Manager, Lewistown District Office.

VOLUNTEER OPPORTUNITIES ANNOUNCEMENT

BUTTE DISTRICT OFFICE

TO APPLY for the following volunteer opportunities, submit a completed volunteer application form to:

Volunteer Coordinator
BLM Butte District Office
106 North Parkmont, P.O. Box 3388
Butte, Montana 59702-3388
Telephone (406)494-5059



1. **Title:** *COMPUTER DATA ENTRY CLERK* Tracking No. MT070OP-01
Project Description & Assistance Needed:
Data entry of survey work (raw field notes) into District's AutoCadd system, a sophisticated computer-aided drafting system. Information would include topographic easement, range improvement, and survey information. The AutoCadd system is used in conjunction with DCA engineering software, which performs calculations to aid in civil engineering applications.
Location: Butte District Office, Butte, MT
Skills Needed: Computer data entry/keyboarding experience.
Work Schedule: 2 days/week, primarily during winter months.
Contact Person/Division: Millard Hulse, Butte District Office
2. **Title:** *MAINTENANCE WORKER* Tracking No. MT070OP-02
Project Description & Assistance Needed:
General warehouse work, cleaning and organizing, moving equipment, etc. Install range improvements, perform road maintenance. Fabricate materials such as bird houses, as needed by program specialists.
Location: Butte District Office, and field locations.
Skills Needed: Some mechanical aptitude, ability to perform light to moderate labor.
Work Schedule: Flexible, as agreed upon with supervisor.
Contact Person/Division: Millard Hulse, Butte District Office.

3. **Title:** *CARPENTRY/CONSTRUCTION WORKER'* **Tracking No.** MT070OP-03
Project Description & Assistance Needed:
Assist in the construction of several recreation projects. Volunteer will work in both a warehouse and outdoors setting. Projects include the construction of a storage building and several visitor displays.
Location: Butte, MT
Skills Needed: Some knowledge of carpentry. Physical ability to do some lifting.
Work Schedule: Flexible.
Contact Person/Division: Millard Hulse, Butte District Office.
4. **Title:** *CLERICAL ASSISTANT* **Tracking No.** MT070AD-04
Project Description & Assistance Needed:
Volunteer would work in the District Office, Division of Administration. Duties include assisting with routine office tasks such as typing, copying, filing, answering the telephone and computer input.
Skills Needed: Some keyboarding skill.
Work Schedule: Negotiable during normal office hours 7:45-4:30, M-F.
Contact Person/Division: Millard Hulse, Butte District Office.
5. **Title:** *AREA VOLUNTEER COORDINATOR (3 positions)* **Tracking No.** MT070DM-05
Project Description & Assistance Needed:
Volunteer(s) will plan, organize and coordinate volunteer program at BLM area office(s). Requires substantial public contact, including public speaking and guest appearances on radio and TV programs. Volunteer(s) will work with area management staff and technicians to recruit volunteers to perform specific tasks as required. Volunteer(s) will liaison with District volunteer coordinator by maintaining and providing data as required.
Location: Missoula, Dillon, and Butte, MT.
Skills Needed: Ability to work with computers or desire to learn; communication skills for meeting attendance; initiative to search out volunteer needs in the area and develop and maintain a strong working relationship/liaison between staff and volunteers.
Work Schedule: Varied and flexible due to public demand. 4-16 hrs/wk.
Contact Person/Division: Millard Hulse, Butte District Office.
6. **Title:** *HYDROLOGIC AIDE* **Tracking No.** MT070GA-06
Project Description & Assistance Needed:
Assists resource area hydrologist. Analyzes hydrology data to establish technique for evaluating various hydrologic data.
Location: BLM Area Office, Ft. Missoula, MT & various field locations.
Skills Needed: Background in hydrology.
Work Schedule: Approx. 20 hrs/mo, negotiable with supervisor.
Contact Person/Division: Millard Hulse, Butte District Office.

7. **Title:** *MAINTENANCE ASSISTANT* **Tracking No.** MT070GA-07
Project Description & Assistance Needed:
Repair equipment and fabricate items as requested by BLM staff for various projects. Perform maintenance on vehicles, tracked vehicles and motorcycles. Perform maintenance at Garnet Ghost Town, construct and repair fences and other field installations associated with the forestry program. Maintain inventory of warehouse, stores and equipment items. Perform general warehouse and ware yard maintenance.
Location: BLM Area Office, Ft. Missoula, MT.
Skills Needed: Basic mechanical aptitude. Some knowledge of fencing.
Work Schedule: 24 hrs/week. Times negotiable.
Contact Person/Division: Millard Hulse, Butte District Office.
8. **Title:** *TRAIL MAINTAINER* **Tracking No.** MT070GA-08
Project Description & Assistance Needed:
3-4 positions needed to assist in the development of a hiking/riding trail system. In addition, the volunteer would assist in trail maintenance and rehabilitation year around.
Location: Garnet Ghost Town, outside Missoula, MT.
Skills Needed: Physical ability to do maintenance, and hike 3-5 miles.
Work Schedule: 1-3 days/wk. Summer and winter months.
Contact Person/Division: Millard Hulse, Butte District Office.
9. **Title:** *HISTORICAL MAINTENANCE* **Tracking No.** MT070GA-09
Project Description & Assistance Needed:
2 positions needed to assist in the stabilization of historic structures and in the maintenance of historic recreation areas and facilities. Volunteer would also assist in the development of interpretive trails and displays.
Location: Garnet Ghost Town outside Missoula, MT.
Skills Needed: Ability to do moderate physical labor.
Work Schedule: 5 days/wk, timeframe negotiable.
Contact Person/Division: Millard Hulse, Butte District Office.
10. **Title:** *ROAD PATROLLER* **Tracking No.** MT070GA-10
Project Description & Assistance Needed:
Assistance needed to monitor and patrol road closures and Wilderness Study Areas (WSA) for compliance with Bureau regulations. Volunteer would also check firewood permits and monitor off-road vehicle use.
Skills Needed: Ability to operate 4x4 vehicle under adverse, back country conditions.
Work Schedule: 3-5 days/wk, timeframe negotiable.
Contact Person/Division: Millard Hulse, Butte District Office.

11. **Title:** *RECREATION ASSISTANT* Tracking No. MT070GA-11
Project Description & Assistance Needed:
Assists the Outdoor Recreation Planner by performing a variety of planning and program related activities. Ideal internship position for on-the-job experience for students.
Location: BLM office, Ft. Missoula, MT.
Skills Needed: General planning and office procedure skills.
Work Schedule: Variable, with arrangements made through supervisor.
Contact Person/Division: Millard Hulse, Butte District Office.
12. **Title:** *PROJECT PHOTOGRAPHER* Tracking No. MT070GA-12
Project Description & Assistance Needed:
Volunteer needed to accompany BLM staff to field sites to record field work on an as-needed basis. Volunteer available upon 1-3 days' notice from time-to-time during the field season.
Location: Garnet Resource Area field locations, Missoula, MT.
Skills Needed: Working knowledge of 35 mm camera/accessories. Previous work with B&W and color photography helpful.
Work Schedule: On-call during summer/fall months w/1-3 min. days' notice.
Contact Person/Division: Millard Hulse, Butte District Office.
13. **Title:** *COMPUTER OPERATOR* Tracking No. MT070HW-13
Project Description & Assistance Needed:
Assistance needed to transfer raw data from field forms into working database (PC focus & dBase III). Includes data on the BLM Range Improvement Project Summary, the noxious weed program, etc; i.e., trend, utilization, riparian, wildlife.
Location: Butte District Office, Butte MT.
Skills Needed: Skill in computer data entry desirable.
Work Schedule: Several days per week, negotiable with supervisor.
Contact Person/Division: Millard Hulse, Butte District Office.
14. **Title:** *RANGE AIDE* Tracking No. MT070HW-14
Project Description & Assistance Needed:
Assist Headwaters Range Technician with field work. Data recording, equipment carrying, etc.
Location: Field locations within Headwaters Resource Area, Butte, MT.
Skills Needed: Interest in BLM field work with desire to assist in public land management.
Work Schedule: During field season; hours negotiable with supervisor.
Contact Person/Division: Millard Hulse, Butte District Office.

15. **Title:** *MARYSVILLE RANGE ASSISTANT* **Tracking No.** MT070HW-15
Project Description & Assistance Needed:
Assist Area range staff with data collection, site monitoring where BLM has maintenance responsibility, associated documentation, and data entry. Duties will include wildlife observations, and performing monitoring studies where BLM has allotment maintenance responsibility.
Location: Marysville, MT (field locations).
Skills Needed: Ability to identify plants, familiarity with monitoring techniques.
Work Schedule: Negotiable, 5-6 days/wk.
Contact Person/Division: Millard Hulse, Butte District Office.
16. **Title:** *WEED CONTROL ASSISTANT* **Tracking No.** MT070HW-16
Project Description & Assistance Needed:
Assist in weed control by providing help to spraying operator by guiding the vehicle, laying out/collecting hose, etc. Volunteer will be given OJT in safety procedures.
Location: Silver Bow, Jefferson, Broadwater, & Lewis & Clark Counties.
Skills Needed: Ability to do moderate physical labor, carrying up to 40 pound pack, some walking, etc.
Work Schedule: Negotiable hours between 6:30 am—5:00 pm, M-Thurs.
Contact Person/Division: Millard Hulse, Butte District Office.
17. **Title:** *CAMPGROUND MAINTENANCE* **Tracking No.** MT070HW-17
Project Description & Assistance Needed:
Duties will include necessary mowing, weeding, beach improvement, sign installation, painting, gravel pathway installation, tree planting, etc. In addition, volunteer will be needed to operate small mechanical equipment to maintain the grounds and other BLM adjoining lands along the lake site.
Location: Holter Lake, near Helena, MT.
Skills Needed: Communication skills, physical ability to perform light maintenance tasks.
Work Schedule: 1-5 days/wk, flexible schedule.
Contact Person/Division: Millard Hulse, Butte District Office.

18. **Title:** CAMPGROUND HOST(S) **Tracking No.** MT070HW-18
Project Description & Assistance Needed:
Volunteer(s) will maintain 5 small recreation sites scattered along approximately 20 miles of the Big Hole River. Duties include maintenance of restrooms, providing visitor information, litter control, and conducting miscellaneous repair jobs. In addition, there may be some light mowing, weed eating, and painting, etc.
Location: Big Hole River Recreation Sites.
Skills Needed: Communication skills and physical ability to perform light maintenance.
Work Schedule: 2-3 days/wk; hours negotiable. May-September (may be required to work Memorial Day, July 4, Labor Day).
Contact Person/Division: Millard Hulse, Butte District Office.
19. **Title:** CAMPGROUND HOST(S) **Tracking No.** MT070HW-19
Project Description & Assistance Needed:
Volunteer(s) will manage the overall activities at the campground sites. Critical work during the day involves providing visitor information service, conducting fee compliance checks, and performing routine site maintenance. In addition, volunteer(s) will be needed to operate small mechanical equipment necessary for ground maintenance on other BLM adjoining lands along this area.
Location: Log Gulch Recreation Site (on Holter Lake), MT
Skills Needed: Communication skills, physical ability to perform light maintenance.
Work Schedule: 4-8 hrs/day, 3-5 days/wk, negotiable. Minimum stay of 2 months requested. May-September.
Contact Person/Division: Millard Hulse, Butte District Office.
20. **Title:** WAREHOUSEMAN/FIELD ASSISTANT **Tracking No.** MT070HW-20
Project Description & Assistance Needed:
Duties are variable. Assists with equipment maintenance, sign monitoring/installation, trail maintenance, picnic table assembly, campground maintenance.
Location: Headwaters Resource Area, Butte, MT
Skills Needed: General mechanical aptitude, ability to read maps, valid driver's license, safety consciousness.
Work Schedule: Flexible, April-December
Contact Person/Division: Millard Hulse, Butte District Office

21. **Title:** *CAMPGROUND HOST(S)* **Tracking No.** MT070HW-21
Project Description & Assistance Needed:
Volunteer will manage the overall activities at the site 2 days each week when the Campground Manager is off duty. Critical work during these 2 days involves providing visitor services, conducting fee compliance checks, and performing routine site maintenance. In addition, volunteers will be needed 1-2 days/week to operate small mechanical equipment such as lawn mowers, weed-eaters, paint sprayer, motor boat, etc., to maintain the grounds and other BLM adjoining lands along the lake.
Location: Holter Lake, MT.
Skills Needed: Communications skills, ability to perform light maintenance.
Work Schedule: 2-4 days/week (about 100 hrs/mo) a minimum stay of 2 months required. May-September.
Contact Person/Division: Millard Hulse, Butte District Office
22. **Title:** *FORESTRY AIDE* **Tracking No.** MT070HW-22
Project Description & Assistance Needed:
Assist Forester and other resource personnel in support of the Headwaters forestry program. Activities include forest inventory, timber cruising and marking, corner and boundary line location, computer data entry, surveying and mapping, and field project work.
Location: Headwaters Resource Area. Work is often located in remote field sites.
Skills Needed: Ability to use USGS 7.5' quad maps or aerial photographs for field orientation and cross country travel is very useful. Work is often physical in nature in an outdoor field location.
Work Schedule: 8-5 p.m., 5 days/week, May-September.
Contact Person/Division: Millard Hulse, Butte District Office.
23. **Title:** *GIS DIGITIZER* **Tracking No.** MT070DI-23
Project Description & Assistance Needed:
Assistance needed to digitize resource information into the Geographic Information System (GIS). This project is a good opportunity for a person who enjoys detail work and is motivated by precision and accuracy.
Location: Dillon Resource Area Office.
Skills Needed: Accuracy with a basic knowledge of computers. Working knowledge of using digitizing table and associated equipment, or a quick-study ability to learn through hands-on activity.
Work Schedule: Flexible.
Contact Person/Division: Millard Hulse, Butte District Office.

24. **Title:** *CAMPGROUND HOST* **Tracking No.** MT070DI-24
Project Description & Assistance Needed:
Volunteer would perform light maintenance work (mowing, garbage pickup, etc.) at the BLM South Madison and West Madison campgrounds, as well as monitoring for fee payment compliance.
Location: Madison River campgrounds.
Skills Needed: Physical ability to do light maintenance work.
Work Schedule: 4-8 hrs/day, 2 days/wk. A minimum stay of 1 month is requested.
Contact Person/Division: Millard Hulse, Butte District Office.
25. **Title:** *HERBARIUM ASSISTANT* **Tracking No.** MT070DI-25
Project Description & Assistance Needed:
Assist in establishing a herbarium. Volunteer would collect, identify, and mount a collection of all noxious weeds currently listed by the State of Montana. If possible, three complete collections would be made; one for each of the Butte District Resource Area Offices.
Location: Dillon, Butte, or Missoula, MT
Skills Needed: Range science background would be helpful. Interest in botany.
Work Schedule: Flexible.
Contact Person/Division: Millard Hulse, Butte District Office.
26. **Title:** *SIGN ASSISTANT* **Tracking No.** MT070DI-26
Project Description & Assistance Needed:
Volunteer would work with Bureau's sign data base doing inventory of signs in field locations. Signs in poor condition are to be repaired or replaced.
New signs installed when appropriate.
Location: Field locations in Madison and Beaverhead Counties.
Skills Needed: Familiarity with Madison and Beaverhead Counties. Familiar with BLM and an ability to read and interpret maps. Good physical condition.
Work Schedule: 8 hrs/day, 2 days/wk.
Contact Person/Division: Millard Hulse, Butte District Office.
27. **Title:** *ADMINISTRATIVE ASSISTANT* **Tracking No.** MT070DI-27
Project Description & Assistance Needed:
Assist with general office work such as receptionist, word processing, mailroom duties, keyboarding data into computer database, tutoring inexperienced employees in basic computer programs, formatting overlays for Bureau's Geographical Information System (GIS)
Location: Dillon Resource Area Office, Dillon, MT.
Skills Needed: Computer background, administrative skills, keyboarding skills.
Knowledge of Lotus, dBase, WordPerfect 5.1 and Windows would be helpful.
Work Schedule: Flexible.
Contact Person/Division: Millard Hulse, Butte District Office.

28. **Title:** *HANDYPERSON* Tracking No. MT070DI-28
Project Description and Assistance Needed:
Assistance needed in repairing equipment and fabricating items as requested for various projects, performs maintenance on vehicles and motorcycles, maintains campgrounds, constructs and repairs range projects, maintains inventory or warehouse, stores and equipment items, and does general warehouse and wareyard maintenance.
Location: Dillon Resource Area Office
Skills Needed: General mechanical aptitude
Work Schedule: flexible - 8 hrs/day, 5 days/wk.
Contact Person/Division: Millard Hulse, Butte District Office.
29. **Title:** *TRAIL MAINTAINER* Tracking No. MT070DI-29
Project Description & Assistance Needed:
Using hand tools, maintains BLM hiking trail system in Bear Trap Canyon Wilderness Area and the Continental Divide Trail in the Centennial Valley.
Location: Bear Trap Canyon Wilderness and the Centennial Valley.
Skills Needed: Must be physically fit. Experience using hand tools for trail maintenance work.
Work Schedule: A few days each spring and fall.
Contact Person/Division: Millard Hulse, Butte District Office.
30. **Title:** *COMPUTER OPERATOR* Tracking No. MT070DI-30
Project Description & Assistance Needed:
Volunteer would transfer raw data from field forms into working database files (PC Focus and dBase III). Includes data on the BLM RIPS program (Range Improvement Project Summary, noxious weed program and various field studies).
Location: Dillon Resource Area Office.
Skills Needed: Interest and/or background in range management. Computer data entry experience.
Work Schedule: Flexible as convenient and agreed to with volunteer.
Contact Person/Division: Millard Hulse, Butte District Office.
31. **Title:** *PATROL ASSISTANT* Tracking No. MT070DI-31
Project Description & Assistance Needed:
Volunteer(s) accompany BLM personnel to help ensure that Bureau regulations regarding closure areas for off-road vehicles are enforced.
Location: Field locations in Dillon Resource Area.
Skills Needed: Interest in BLM program.
Work Schedule: As needed - flexible.
Contact Person/Division: Millard Hulse, Butte District Office.

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P.O. Box 25047
Denver, CO 80225

